

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

OFFICE ASSISTANT #OC77128

(Possible underfill as Clerk Typist)

OFFICE OF THE COMMISSIONER
FISCAL SERVICES BUREAU

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Office Assistant or candidates meeting the Eligibility Requirements for the Clerk Typist classification (see below)

Location: Connecticut Valley Hospital/Havilland Hall, Middletown, CT

Job Posting No: OC77128

Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

Salary: \$39,709.00 - \$52,100.00– (Office Assistant)
\$35,602.00 - \$45,004.00 – (Clerk Typist)

Posting Date: June 30, 2014 **Closing Date:** July 6, 2014

Eligibility Requirement:

Office Assistant: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Clerk Typist: General Experience: Six (6) months as a Typist or its equivalent; Substitution Allowed: Graduation from High School with coursework in typing.

Duties will include: Provides general clerical and processing support to the staff of the DMHAS Fiscal Services Bureau. Opens, stamps in, sorts and distributes invoices mailed from vendors and 8 DMHAS Facilities; completes paperwork for tax exempt status requests from vendors; establishes and maintains the vendor invoice filing system for three calendar years; maintains office supplies and equipment; addresses environmental concerns; provides clerical support to Travel Reimbursement staff and others as required; receives and processes checks for payment of benefits and payroll recoveries from DMHAS employees as well as miscellaneous refunds and payments; other duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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